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A HANDBOOK
FOR
Missionary Workers



Literature Department
THE WOMAN'S MISSIONARY ASSOCIATION
UNITED BRETHREN IN CHRIST
U. B. Building, DAYTON, OHIO

A Prayer

“O Lord of souls, who hast chosen and called me to service in thy Church, all my trust is in thee, for in thee are the springs of my life. Abundantly give me of thy blessed Spirit, without whom nothing is strong, nothing is holy; and use me as it shall please thee for the glory of thy name. Make my will patient, my conscience pure, my temper bright. Empty me of self, and fill me with the meekness of wisdom. Increase my faith, mellow my judgment, stir my zeal, enlarge my heart. Let my life enforce what my lips utter. Do thou choose me for the work I do, and the place in which I do it; the success I win, and the harvest I reap. Preserve me from jealousy and impatience; from self-will and depression. Make me faithful unto death, and then give me the crown of life.

“All this I ask for Christ’s sake. Amen.”

HANDBOOK.

The Woman's Missionary Association is the national women's missionary organization of the Church of the United Brethren in Christ. It was organized at Dayton, Ohio, October 22, 1875. The headquarters of the Association are in Dayton, Ohio, 1102-1104 U. B. Bldg.

By the terms of the constitution, the Association is under the direction of the General Conference, and submits quadrennial reports to that body. Since the General Conference in 1909, it works in co-operation with the Home Missionary Society and Foreign Missionary Society of the Church. It is represented by one-third of the members on these Boards and their Executive Committees. These representatives are chosen from and by the trustees of the Association.

GENERAL ORGANIZATION.

The organization includes a Board of Managers, a Board of Trustees, Annual Conference Branch Organizations, Local societies, and Chapters of the Otterbein Guild.

THE BOARD OF MANAGERS

The Board of Managers consists of the Board of Trustees, the Secretary of the Otterbein Guild, the Department Secretary of Literature, Life Patrons, the Presidents of Conference Branches and three delegates from each Branch.

The Board meets biennially. It receives and passes upon the biennial reports of the general officers, the Branch organizations and the mission fields, decides upon any new plans of work and makes appropriations to home and foreign work. It elects a board of nine trustees, the Secretary of the Otterbein Guild, and the Secretary of the Department of Literature.

The Board has three salaried officers, the General Secretary and Treasurer (these offices are usually held by one person), the

Secretary of the Otterbein Guild, and the Editor of the Woman's Evangel. These give their entire time to the work. The salary of the editor is provided from the proceeds of the Woman's Evangel.

BOARD OF TRUSTEES

The Board of Trustees consists of nine members, six of whom live in or near Dayton, Ohio.

The Board of Trustees, which meets on call of the General Secretary, has full power and control of the general interests of the Association and the administration of its affairs in the interim between Board meetings.

The Board of Trustees meets before the close of the meeting of the Board of Managers and elects from its own number a President, three Vice-Presidents, General Secretary, Recording Secretary, Treasurer, and Chairman of the Board of Trustees. It also elects the Editor of the Woman's Evangel, the third member of the Literature Committee, and its representatives on the Boards and Executive Committees of the Home and Foreign Missionary societies.

THE OTTERBEIN GUILD

A constitution for the Young Women's Department of the Woman's Missionary Association was first adopted in 1883. A number of young women's societies were organized in various parts of the denomination with the result that in 1908, the work among the young women was constituted a distinct department and a secretary elected. In 1913, a number of changes were made. The young women's department is now known as the Otterbein Guild of the Woman's Missionary Association.

THE LITERATURE DEPARTMENT

(SEE CONSTITUTION, ARTICLE XIV.)

The department was organized in 1908. The wisdom of this movement has been proven by the department's efficiency

and the splendid results of its systematic and effective literature work.

The department has charge of all the literature of the Association including the Woman's Evangel. Although the Woman's Evangel is edited and managed by the Editor independently, responsibility for its circulation is in the hands of the Literature Secretaries.

WOMAN'S EVANGEL

The official magazine of the Association is the Woman's Evangel, a forty page paper which is published monthly. It gives interesting news and accounts of the work being done in our home and five foreign mission fields, letters from the missionaries of the Church, together with plans and policies of the Board, Branches, and local societies. It is the one medium of information and is absolutely essential to every member and society that would be efficient. It is impossible to keep in touch with our home and foreign missionary work without being a reader of the Woman's Evangel. It is attractively illustrated, presenting the departments of missionary work, medical, educational, and evangelistic in an appealing way.

The Otterbein Guild, Junior, and Home Workers' Departments are helpful to local societies and chapters.

The Woman's Evangel is the only missionary paper of the Church and therefore justly claims the right to be in every United Brethren home.

The subscription price is fifty cents per year with one premium subscription for every club of ten. The securing of subscriptions belongs to every member of the Association but more particularly to the local secretaries of literature upon whom the increasing of its circulation largely depends. Subscriptions should be sent to Mrs. Mary R. Albert, U. B. Building, Dayton, Ohio.

A thorough canvass for subscriptions should be made at least once a year—during the last two weeks in October, if possible. The ideal is not reached until the Evangel is in the hands of not only every Association member but of every United Brethren woman.

BRANCH ORGANIZATION.

The Conference Branches are in close touch with the Board and receive from it general policies and plans. These policies and plans with others suggested by Branch officers should be given to a Plan of Work Committee who will formulate them and present them to the Branch Convention to be passed upon. These plans are then put into operation in the Locals and Chapters with the Branch, thus developing, strengthening, and unifying the work.

Each Branch holds an annual meeting in the spring, composed of three delegates from each Local society and two delegates from each Chapter of the Otterbein Guild, Life Directors and Life Patrons; receives and passes upon reports, plans for the new year appropriations to the Board and elects the delegates to the Biennial Board meeting.

The Branch Executive Committee should meet soon after the annual Branch meeting, outline definite plans for the year and send them to the societies as goals to be reached during the year.

HINTS TO BRANCH OFFICERS.

PRESIDENTS AND VICE-PRESIDENTS.

The President should consult with the Vice-Presidents and share with them the supervision of societies and churches. The Conference may be divided into districts and each vice-president made responsible for bringing the societies in her district to their highest efficiency. She should also be made responsible for organizing new societies.

In order to make themselves most efficient, the President and Vice-President should be familiar with the conditions in each Local and Chapter in the Branch, the membership, growth, interest in the work. If possible the societies, particularly the weaker ones should be visited sometime during the year and they should at all times keep in touch through correspondence with all societies in the Branch.

The Branch President may have a blank book, devoting several pages to each society. The names and addresses of officers may be entered, the time of meeting, number of members, and other facts about the society. Other details may be added during the year. Such a book kept from year to year and passed on to her successor in office would be invaluable. Through the copies of the quarterly and annual reports which the President receives from the Branch Secretary, Secretary of Literature, and Treasurer, she will be able to form an estimate of the condition of each local society and know what phases of their work need strengthening.

SECRETARY.

The Branch Secretary sends out the quarterly and annual report blanks to the local secretaries. It is often difficult to secure the prompt return of these reports, but perseverance and a liberal use of postal cards will bring results. The reports received from local societies should be kept on file for reference.

A comparison of these reports will show where help is needed and will give an opportunity for letters to individual societies.

One of her important duties is to send quarterly and annual reports to headquarters before the 29th of June, September, December, and March. A copy of these reports should be sent to the Branch President, and a copy kept on file for her own reference.

The information from the report blanks may be used to make the work among the societies more effective.

TREASURER.

The Branch Treasurer should make her payments to the General Treasurer quarterly, before the 29th of June, September, December, and March. These should be accompanied with an itemized report of the societies arranged alphabetically on the blanks provided.

The Chapters of the Otterbein Guild and Junior societies should be on separate sheets. A copy of these reports should be sent to the Branch President, and also a copy kept on file for her own reference. The free literature funds should be listed separately and in no case be lumped with other moneys.

The Branch Treasurers can do much toward securing regular contributions from the Societies and Chapters. When funds are received after the regular day, they should be held until the next quarter. Remember the ideal is not reached until every local treasurer sends funds for the general work and Branch contingent quarterly and sends the report on time.

All records and receipts should be kept in an orderly and permanent form, so that they will always show clearly the condition of the treasury. By all means the Treasurer's books should be audited at the end of the year.

SECRETARY OF LITERATURE

(See Constitution, Article VI, Section 6)

The Branch Secretary of Literature is the connecting link between headquarters and the literature secretaries in Locals and Chapters. She should give to the work an upward and onward impulse each year, striving to exceed the Branch record of the previous year.

She should send report blanks to her literature secretaries. If not faithful to this the chain is broken and the work is retarded. She should write an annual letter to her secretaries

besides other correspondence with them. In this letter she will incorporate her general plans for the year, which are best suited to her Branch.

She should be systematic and orderly. Keep a worker's outfit (a) a file of Evangels, especially the Literature and Board meeting numbers. (b) Books, in which to chart reports of her literature secretaries, to record the number of pieces of mail (postals, letters and packages) sent out, and other items for her annual report. (c) A file of all letters, from headquarters, also from literature secretaries. They will be needed for reference. (d) Stock of supplies—leaflets, report blanks, mite boxes, etc.

Keep accurate records, write to delinquents, settle bills promptly, and make quarterly reports before June 29, September 29, December 29, and March 29 to the Department Secretary, and annual report before March 29. A copy of each should be retained by herself for future reference.

Arrange for and have charge of the sales table at Branch meeting. A good place for the sales table is very important. Have it somewhat in the way, so delegates must pass it on entering and leaving the room. A sales table may be made attractive with signs and posters, and literature should be so arranged that sales can be easily and quickly made. Leaflets classified and prices memorized save time in making sales. The money box with change in it should be in a convenient place. Also the note book and pencil at hand for receiving orders for literature. All stock should be ordered sufficiently early so that the contents of each may be known by previous reading and then can be told to the prospective buyer. Have bright capable assistants ready for work and as a preparation for a rush of customers. Remember, this sales table is one of the best chances to come in touch with the needs of the people, and the opportunity to supply them. A great chance to do service. Ask for a few minutes on the program before intermission or adjournment of sessions at Branch meeting to call

attention to the table of literature. Occupy this time brightly and briefly. Condense remarks. Be audible or the time is wasted. Do not ramble or speak too long, or it will tire people and blight the chance of making sales. Be specific. "It pays to advertise." Mentioning names of leaflets often helps sales. Also mentioning leaflets in the annual report helps sales. Try to have on the sales table a special leaflet on the topic most considered at Branch meeting.

Work persistently until a literature secretary is selected in each Local and Chapter, thus securing a complete organization according to the constitution. Hold a conference with literature secretaries at Branch meeting. In this way the difficult problems of each will be known and help given, and their good plans obtained and passed on to others.

A correct list of the names and addresses of all the literature secretaries of Locals and Chapters in the Branch should be sent to the Secretary with the annual report.

All records should be passed on to her successor in office.

SECRETARY OF OTTERBEIN GUILD

The Branch Secretary of the Otterbein Guild has most direct supervision of the Chapters in her Branch. If at all possible, she should visit each Chapter once during the year. Any evidence of lack of interest or of discouragement should be reported to her AT ONCE by the secretary of the Chapter. On the other hand, she should always be on the alert, watching for opportunities to organize new Chapters as well as to strengthen those already organized. She should make every possible effort to avoid the disbanding of a Chapter.

A very important duty is that of sending out quarterly and annual report blanks to the secretaries of the Chapters.

She sends quarterly reports not later than June 29, September 29, December 29, and March 29 to the General Secretary of the Otterbein Guild. She also sends an annual report not later than March 29. One copy of each report should

be sent to the Branch President and one copy retained by herself for future reference.

She will find it very helpful to keep a record of all churches, with names of pastors in the conference, noting those which have Otterbein Guilds, possibilities of organizing, etc., with names of key girls in each through whom she can work in effecting an organization. In this she can ask the coöperation of the Conference Superintendent.

EXECUTIVE COMMITTEE

Each member of the Committee should have a directory of the names and addresses of all the officers of each Local and Chapter in the Branch. This list must be corrected each year, but is a great help. The directory should contain names and addresses of key women at each point in the conference where there is no organization.

The Branch officers should make the officers in the local societies feel that they have a personal interest in them and their work.

The Executive Committee can do much in helping to arouse and to maintain an earnest missionary spirit throughout the Branch and growing belief in the power of prayer.

HINTS TO LOCAL OFFICERS.

PRESIDENT AND VICE-PRESIDENT

The President has general supervision of the work of the society. The model president does not do all the work herself but counsels frequently with her executive committee, dividing with them the responsibility of the work.

If the society is very large, divide the organization into four or more committees. Each one then is responsible for raising its part of the special funds. It is almost impossible

for a President or executive committee to keep a hundred or more women actively at work. If this plan is followed, the entire society will of course come together for the monthly meetings, but each of these divisions can have many little affairs of its own when it would be impossible to have a meeting of the entire society.

The President should call a meeting of the executive committee very soon after the annual business in March, when they appoint the program committee, divide the names of members among the Collectors, and consider plans for the work of the new year.

It is suggested and urged that societies which arrange a yearly program or publish a calendar, begin the year's program with the September meeting. This is because the study books are ordinarily not ready for distribution before the summer months. This also gives the program committee, appointed in March, ample time for the study and preparation of the programs.

The President will find it helpful to have a small note book. In this book can be kept—

The names and addresses of the members.

The names and addresses of all women in the church, adding to it as new women come to the church. Personal invitations or notes sent to these women will frequently arouse interest.

A copy of the calendar, constitution, handbook, Parliamentary Rules, Standard of Excellence, Annual letter from Branch officers, reports of the Secretary, Treasurer, and Secretary of Literature.

Order of exercises for each meeting.

Personnel of committees, etc.

The President is a member ex-officio of all committees.

No matter at what time of the year the society was organized, the quarters of the fiscal year of the Branch ends, so far as report and money are concerned, with the 20th of June, September, December and March.

The President should be responsible for having the officers fill out quarterly reports promptly, so as to reach the Branch officers by June 20, September 20, December 20, and March 20.

The first Vice-President may serve as chairman of the Program Committee.

B'S FOR THE PRESIDENT

Be on time

Be regular in attendance

Be prepared

Be prayerful

Be consecrated

Be tactful

Be enthusiastic

Be optimistic

Be business-like in putting questions, accepting reports, etc.

Be willing to attempt what others may call the impossible.

SECRETARY

The Secretary should keep a permanent record of each meeting.

She should keep a roll of the members. Also a separate roll of Life Members, Life Directors, and Life Patrons. In reporting the number of Life Members, Life Directors, and Life Patrons to the Branch Secretary, those who are members of the society and are paying annual dues should be listed as "Active Life Members, Life Directors, or Life Patrons." Children and women not paying dues should be listed "Honorary Life Members, Life Directors, or Life Patrons."

She should always answer correspondence promptly.

She should answer accurately EVERY QUESTION on the quarterly and annual report blanks.

She sends the quarterly reports to the Branch Secretary in time to have them reach her not later than June 20, September 20, December 20, March 20, and the annual report not later than March 20. She keeps a copy of each report for reference.

The name of the church should be given without fail on the report for there may be more than one church in the city or on the charge.

On the annual report she should give the names and addresses of ALL the officers, giving street and number when needed.

She should send the announcement of the meeting to the pastor and newspaper.

She should present all letters that have been received for the society.

TREASURER

The Treasurer keeps a permanent record of all money received and disbursed.

Disbursements should be made only by vote of the society at its regular meetings.

A written report should be given to the society at each quarterly business meeting of all money received and disbursed.

All money should be paid to the Treasurer at least a day before the business meeting, so that she may have time to prepare her written report.

She should fill out the blanks furnished her by the Branch Treasurer. The report and money must be sent to the Branch Treasurer each quarter, so that it will reach her not later than June 20, September 20, December 20, and March 20. If any part of the money is given for some special work the Treasurer should always indicate in her report for what field and special work it is given. She should keep a copy of each report for reference.

She ought always to designate the fund in which the money is to be placed. If in doubt it should be placed in the General Fund.

The name of the church should always be given and if there is more than one U. B. Church in the city she should not fail to say from which church the money is sent.

The Treasurer should give her full address each time.

If no receipt is received from the Branch Treasurer within a week, she should send her a card or letter of inquiry.

The money should always be sent by draft, check or post-office money order. No money should ever be sent in a letter unless the letter is registered.

Receipts should all be kept on file. They may be pasted with a duplicate copy of each report in the Treasurer's book.

One-fourth of the amount due from the society for the Branch Contingent Fund should be sent each quarter.

The Treasurer should hold the Life Membership, Life Directorship, and Life Patronship notes. Credit for each payment should be made on the back of the note. When the final payment is made, the note should be given as a receipt in full. The name as it is to appear on the certificate should be sent to the General Secretary, 1102 U. B. Bldg., Dayton, Ohio, and a certificate will then be sent to the party.

SECRETARY OF LITERATURE

The work of the literature secretary in Locals and Chapters is the very foundation of our work. Without it the entire system is useless. The literature secretary should be the "live wire" bringing the most interesting literature and missionary news to the society, keeping the Evangel subscription list full up to date, and constantly adding new subscribers month by month, selling leaflets, distributing the free literature, urging all members to buy text books and take part in the mission study, superintending the making of scrap books, bringing maps, pictures, curios, etc., to illustrate the lesson. She takes charge of the mite boxes, distributing them to members.

The Secretary of Literature should consider the securing of Evangel subscriptions as most important among her duties. To be successful there must be much prayer and earnest work. A few words to her directly:—Prepare yourself, by reading missionary letters and articles in the Evangels, until you feel keenly

the utter hopelessness of those without the gospel and the imperative need of helping them quickly. Pray earnestly and definitely for the success of your undertaking—not for your own glory as a successful worker, not for the satisfaction of sending a fine report, but for the glory of God, and the arousing of the careless, indifferent ones here at home, so as to ultimately gain the heart interest and service in the cause of saving the lost. Exalt your work, for it is one of which you may be proud to have a part. Distribute sample copies sometime previous to your canvass, then after preparation with courage begin the work. Show the Evangel to be a necessity to the missionary worker, the inspiration it is to a Christian, the comfort to a home mother, the entertainment and instruction it is to the children, the aid to Junior workers, and the great mine of information and inspiration it is to every one. Be students of human nature, take your cue from the things in which they are most interested. If refused once, at another time try again, and then again until you succeed. Solicit a renewal before the subscription expires. This will insure prompt service from headquarters. Approach with confidence with pencil and pad ready to write their names. Send your names each month, using the blanks provided. Write legibly. Make a business of this work. Be patient, loving, persistent, and with tact and prevailing prayer you will win. Each new member should be shown at once the necessity of taking the Evangel. Never give your Evangel's away but keep your file as you need them for reference.

Send to the office at Dayton for samples to loan, or for free distribution. If your Branch gives a banner for the most Evangel subscriptions, try to win it for your Local.

It is very desirable that renewals to the Woman's Evangel be forwarded to headquarters the month before the expiration of the subscription, otherwise the printed mailing list is disarranged and time, labor and expense greatly increased. Every member should have access to the Woman's Evangel.

Here are a couple of plans to induce the reading of leaflets:

Traveling Library.

Send out leaflets among the ladies of the church in an envelope on which is written a list of names. Each lady, after reading, is to pass it on to the next. The leaflets may be enclosed in another envelope inside, daintily decorated, or they may be tied into a booklet with a lavender ribbon or cord.

Leaflet Brigade

This is especially valuable in enlisting the interest of children and parents. Distribute leaflets and ask the children to report at the next meeting the number of persons who have read the leaflets or heard them read, in the interval between the meetings. Awaken rivalry to see who can secure the largest number, only be sure that it is an honest report. Learn from the children the ways in which they secured such reading.

TO INDUCE A CAREFUL READING OF THE EVANGEL—THE WONDER BOX.—Plan to use this either as simple questions in the meetings, or as a contest between sides at a stated time in the year.

The Secretary of Literature should be the most enthusiastic woman in the society over the study course, encouraging and helping the leader in every possible way.

She should keep a book in which is recorded a list of Evangel subscribers' names and addresses, and dates when subscriptions expire. In this book she should paste a duplicate copy of each quarterly and annual report that she has sent to the Branch Secretary of Literature.

She must faithfully report her work quarterly before the 20th of June, September, December, and March, and annually before the 20th of March to the Branch Secretary of Literature.

Any change in secretary should be sent at once to the Branch Secretary of Literature with name and address of new officer.

All records must be passed on to her successor in office.

To Locals and Chapters:—Be sure that your secretary of literature is a subscriber to the Woman's Evangel. If she is not capable of doing the work elect one who is capable.

In large societies, the Secretary of Literature should have from one to five or more assistants, elected by the society.

For this literature work elect a woman of influence, one who possesses consecration, intelligence, enthusiasm, executive ability, tact, patience, one who is willing to spend and be spent in the cause.

A literature fund is needed for the purchase of literature for the society. Some Locals collect one cent a month from each member, other Locals appropriate a certain amount each year.

Public libraries should keep their missionary section up to date, and members of the Locals can aid this by calling for the best and latest books on missions until the management sees the needs and the supplies the demand. A Local may subscribe for the Woman's Evangel and place it in the library.

How observe Literature Day is often asked. This day may be observed in the October meeting of the society. With decorations of autumn leaves and Evangels, addresses or papers on one or many lines of literature work, the reading of a missionary story, with a sale of literature and taking subscriptions for the Evangel, the day is made to emphasize the need and helpfulness of our missionary literature. Some prefer to make it a public day in the church after the order of Woman's Day. Either method is good. Programs and suggestions are given each year in the Woman's Evangel for September.

Pictures, maps, etc., are accessories very needful and are mentioned under "Monthly Meetings" in this handbook.

Thankoffering boxes are noted under "Funds." These are all to be in the keeping of the Secretary of Literature and brought forward at the opportune time. She should send for the boxes and see that each member is supplied with one, and always report the number in use.

For further plans and new ideas for literature work see the leaflet on that subject.

Each Branch and Local Secretary of Literature should read carefully the "Literature Department" of every Evangel, so as to keep in touch with the latest suggestions and instructions.

THE COLLECTORS

The Collectors are elected at the annual business meeting in March. As a rule it will be a good plan to have one collector for every 12 or 15 members. This will not make the work burdensome for a few.

The Collectors with the Treasurer may form the finance committee of the society.

Each Collector should be furnished with a blank book, ruled like the treasurer's book, in which she records each quarter all money received.

Each Collector should prepare an itemized report of visits and money collected and give to the Treasurer at least the day before the business meeting, so that the Treasurer may have time to prepare her written report.

Each Collector should keep a copy of the above report and read it at each quarterly business meeting.

EXECUTIVE COMMITTEE

The Executive Committee is composed of all the officers of the society. It should meet regularly to confer about the work of the society; pray about it; try to extend its influence and en-

large its membership; check up each quarter on the Standard of Excellence, and plan how to strengthen the society on the points it has failed to attain.

FINANCE COMMITTEE

The finance committee may be composed of the Treasurer, the Collectors, and the President, the latter as a member ex-officio. This committee should outline plans early in the year for meeting the financial pledge of the society in full. This matter should not wait until the last quarter of the year.

FUNDS.

Any woman may become a member by paying \$1.00 per year dues.

A new member begins to pay dues the quarter in which she joins the society.

The dues must always be placed in the General Fund.

All money except the Local and Branch contingent and free literature fund may be counted in the pledge to the Branch.

All money except the local contingent is sent to the Branch Treasurer each quarter. Money should not be sent direct to the missionaries.

Money should not be sent to conference with the pastor. No credit for such money can be given the society on the books of the Branch or General Treasurer.

The General Fund is used to pay the expenses of administration—the salaries of the General Secretary and Treasurer, the Department Secretary of the Otterbein Guild, field work, printing, office supplies, postage, clerical help, traveling expenses of Trustees and officers to Board meeting. It also supplements the amounts received for Home Missions, Africa, China, Japan, Porto Rico, and the Philippine Islands.

The Woman's Day offering should always be given for the particular objects designated by the Board.

It is expected that the money raised by the society shall never interfere with the regular contributions of the women for home and foreign missions through the local church.

An effort should be made to secure at the beginning of the year a pledge from each member of the society to be paid each month or each quarter. Every woman ought to be given an opportunity to contribute whether she is able to attend the meetings or not.

Thankoffering boxes should be given out early in the year and the women urged to note their blessings great and small, by dropping some offering into the box. A good plan is that of writing on a slip of paper the thing for which the heart is thankful. These may be read, without giving names, at the Thankoffering meeting in February when the boxes are opened. This offering may be voted by the society to any fund it wishes.

All special money paid in by societies or individuals helps to make up the appropriation to the mission fields. Outside appeals should not be allowed to diminish the offerings to the regular work of the church. Each woman must recognize her personal obligation to the Association.

While a woman may be a member of the society by paying dues only, we urge every one to assume her share of all the work, which includes Woman's Day, the Thankoffering, the pledge, the local and Branch contingent, and the "free literature" fund.

Heretofore, individuals and societies have sometimes contributed special money for the support of an individual student in some school in a mission field. The plan has proved very unsatisfactory. The Board is very anxious that boys and girls in the mission schools shall pay at least a part of their own tuition, thus bringing the school as rapidly as possible to a self-supporting basis. For this reason, we ask that individuals and societies making special gifts, apply them to the general

support of a school rather than to the support of an individual student in the school. This does not take away from the giver the privilege of giving to any particular mission field or fields, to the salary of a certain missionary, the support of a mission station, or to a certain department of the work, such as the medical, industrial, etc., departments.

BRANCH CONTINGENT

This fund is used for the purpose of developing the work within the Branch itself and does not go for mission work directly. Weak societies must be strengthened, new societies organized, and institutes held. This work calls for travel and for a vast amount of writing by the Branch officers, and the distribution of literature. To do this work the Branch must have a fund ample enough to meet its expenses. This fund is also used to pay the expenses of holding the Branch meeting, securing speakers, printing programs, etc. It is further used to pay expenses of the three delegates to the biennial Board meeting.

For this fund, each local society is asked to contribute an offering equivalent to not less than fifteen cents per member. This may be secured either by voting it out of the local contingent fund or by collecting fifteen cents from each member.

LOCAL CONTINGENT

This fund is used for local expenses and is not sent by the Treasurer to the Branch Treasurer. It may be used to pay for printing programs, sending delegates to Branch meeting, buying literature and supplies, etc. Each society is left to decide its own method of raising this fund which need not be large.

FREE LITERATURE FUND

This fund is to pay for the leaflets which are being distributed without cost, such as constitutions, catalogue, Standard of Excellence, leaflets for officers and leaflets that are often used

in organizing and in getting new societies started. In organizing new societies, the officers must be furnished with instruction and information for their untried work. For this purpose, a budget of various helps is sent out free to the President of every new society. This fund is also used in publishing new leaflets and workers' helps.

Each Local and Chapter is asked to contribute to this free literature fund one cent per member, the money to be sent by the Treasurer through the Branch Treasurer to the General Treasurer. This money cannot be applied on the pledge either of the society or the Branch.

THE MONTHLY MEETING.

The monthly meeting is the center around which all the work of the society revolves.

The regular meeting should be the first or second week of each month in order that reports from local officers may reach the Branch officers by the 20th of June, September, December, and March. If at all possible, for the sake of uniformity, it should be the first week.

The date of the meeting should never be changed except for very important reasons.

Good missionary meetings do not "just grow." They are the result of hard work and earnest, intelligent, prayerful planning.

The meeting should be announced in a way to challenge interest. "The Woman's Missionary Society will meet on Thursday afternoon at 2:30, all ladies invited," is not sufficient. Bulletin boards may be used; simple and charming posters may be prepared. Use the mail and the telephone. The most effective method is the personal invitation, given as though the meeting is expected to be an enjoyable one and that the woman who will not be present will be the loser.

The February meeting is the annual thankoffering meeting, at which time thankoffering boxes should be opened. A program for its observance is given in the January Evangel.

Have printed or typewritten calendars for the year giving as full as possible the program for each meeting.

If some special mission field is to be studied have a map talk showing the location of the mission stations.

Let the devotions be brief and pointed. Let those who are to pray be asked sometime before so that they may come to the meeting in the spirit of prayer.

At each meeting there should be definite prayer for the field considered for the missionaries and any other work for which the society is pledged and for the Woman's Board that its work may be effective.

Photographs of missionaries, native pastors, and teachers, mission teachers, pictures of buildings, curios—all help to bring a country vividly before the women and deepen the interest.

Have an aim for each meeting. The scripture lesson, every prayer, every song, every talk, should emphasize the same theme.

Be definite in making assignments. Outline the points to be emphasized, give time limit, and where necessary, furnish the material needed in preparing the assignments.

The program ought never to be crowded or mixed. If so it will be tiresome and confusing.

The program ought not to be too long.

Begin and close on time.

The Program Committee might well devote an hour to reviewing the hymn book used by the society and make a special index of appropriate hymns for needy reference. All hymns of faith, courage and consecration are essentially missionary.

Maps are indispensable. They may be made with colored crayons or charcoal on strong manila paper or muslin. Sta-

tions may be located and two thin strips of wood such as are used at the bottom of window shades attached to top and bottom. In almost any community a boy or girl can be found who will be glad to do the work.

Occasionally have some one dress in costume and tell of the life of women in the country she represents. This talk should be given in the first person.

A missionary story that harmonizes with the theme for the day makes an interesting feature now and then.

A talk even if the voice trembles often has greater influence than eloquent speeches.

Make each meeting a special meeting so that the women who attend will feel repaid and will want to go again.

Every meeting should be so carefully planned that each woman will feel more keenly her responsibility; will be more ready to give, to serve, and to pray.

Avoid ruts. Vary your meetings with addresses, symposium, travelogues, impersonations, pageants, etc.

Suggestive programs are given in the Home Workers' Department in the Woman's Evangel a month in advance of the meeting for which they are intended.

The meeting in October should be observed as the Annual Literature Day, setting forth the need of good missionary literature and inspiring the workers for the campaign for the Evangel during the remainder of the month—October.

Current events may be selected from the Woman's Evangel or even from the daily papers and no more than five minutes consumed in giving them. Some one should be appointed a month in advance to gather items for the following meeting.

Mission Study

In order that the women may have the missionary information necessary for effective service through prayer, money, and personality, the Board selects each year one or two mission

study books. If two are suggested, one home and one foreign, each local society makes its own choice of the two books, generally alternating the study of home and foreign missions. These books are published under the auspices of interdenominational committees and are used by the women's missionary societies of all churches. Such a study is essential to the arousing and maintaining of missionary interest, not only in the mission fields of our own Church but also in giving to the women a vision of the uncompleted task before the whole Christian church.

These books are generally off the press and ready for distribution in the early summer months. This enables the society to begin the study with the October meeting.

Ordinarily a book has six chapters. One chapter should be discussed in each of the following meetings—October, November, January, February, April, and May. This leaves the quarterly meetings in December, March, June, and September free for business and for the use of a miscellaneous missionary program if desired. Some societies use July for an annual picnic. This still leaves the August meeting open for any kind of program the society may wish to give.

These two mission study books are outlined for the meeting with questions on each chapter, the outline is published in leaflet form and may be had from the office for five cents a copy. It is not given with the Evangel, but a miscellaneous program will be found each month in the Home Workers' Department for those who do not follow a systematic study course.

The books may be had from the Literature Department, 1104 U. B. Bldg., Dayton, Ohio. They come in two bindings, the cloth copy selling for 50 cents, the paper copy for 35 cents with 8 cents extra for postage.

Missionary Tens

A society may be divided into groups of ten or less, each one selecting some country as a subject for its special interest.

At each meeting a few minutes may be spent in calling the roll of the countries and brief items given in response.

Missionary Teas

To combine the social element with missionary work, "afternoon teas" may be given in connection with the meeting. The refreshments are usually very simple, tea, chocolate or coffee, with simple cakes. This gives opportunity to become better acquainted. This is particularly pleasant when a missionary or officer of the Board is present, as it gives the ladies an opportunity to meet her informally.

International Tea

Viands of different countries to be used; waiters dressed in national costume; decorations and appropriate hymns. Put at each place a card bearing information about the missions of the country represented by that special table, which information is to be read sometime during the evening.

THE BUSINESS MEETING

The quarterly business meetings are held in June, September, December, and March. At these meetings, reports in writing should be presented by the Secretary, Treasurer, Secretary of Literature and the Collectors.

At the meeting in September plans should be made for Woman's Day the last Sunday of October, also for the fall campaign for new members and new subscribers to the Woman's Evangel during the last two weeks of October.

At the annual business meeting in March, reports for the year should be given by the Secretary, Secretary of Literature, and Treasurer. Officers should be elected, also three delegates to the Branch meeting.

The pledge for the new year should be decided upon. The pledge may include all money except the Local and Branch contingent and free literature fund.

Reports should be brief and pointed.

Do not sit with sealed lips while the presiding officer anxiously waits for some one to speak; make motions, do not suggest; discuss the motion, do not talk about other things.

When both the President and Vice-President are absent, the Secretary or Treasurer should call the meeting to order and some member present should be elected President protem.

ORDER OF BUSINESS

Meeting called to order by the President.

Devotional Exercises.

Roll Call.

Reading and approval of minutes.

Report of Secretary of Literature.

Report of Collectors.

Report of Treasurer.

Unfinished business.

New business.

Appointment of special committees.

Program.

Closing Prayer.

Adjournment.

SUGGESTIONS ON THE ORDER OF BUSINESS

If the Executive Committee has met during the interim the minutes of that meeting should be read and passed upon.

Under unfinished business will come reports of committees appointed at the last meeting, or the completion of any business under consideration.

Under new business will come consideration of any new plans proposed by the President or Executive Committee, or any special messages that may have come from the Board or Branch officers.

It is often best to refer work to committees. These are usually appointed by the President of the society, and except in cases where great deliberation is needed, three members are sufficient, of which the one named first is usually chairman and should call the committee together.

Motions

All business should be brought before the society by a motion. When a member makes a motion it should not be debated or acted upon unless it has been seconded.

When a motion is seconded, the President should distinctly state the motion and say: "Are there any remarks?" If no remarks are offered, then the President should put the question thus, "All who are in favor of the motion will say 'Aye.'" When those in favor have voted, the President should say: "All who are opposed will say 'No,'" and should then announce that the motion is carried or lost, as the case may be. If there are any remarks, the above question should be put as soon as the debate closes. For further rules see "Robert's Rules of Order," which may be secured at any book store.

When the minutes of the regular meetings have been read, the President should say, "Are there any corrections to the minutes?" After waiting a moment if there are no corrections, she then announces, "The minutes stand approved as read." If there are any errors in them, this is the time at which they should be corrected, and she then says, "The minutes stand approved as corrected."

MISCELLANEOUS.

LIFE MEMBERS, LIFE DIRECTORS, LIFE PATRONS

Any person may become a life member by the payment into the society of ten dollars either in one payment or in five yearly payments of not less than two dollars.

A Life Director pays twenty-five dollars in installments of five dollars a year for five years or paid in a shorter period of time.

Life Patronship is granted for the payment of one hundred dollars in installments of twenty dollars a year for five years or it may be paid in a shorter period of time.

These may be paid either by the individual herself or by a friend. No money raised by the society can be voted for this purpose.

The individual making the payments has the privilege of designating in which mission field and for what work she wishes it to be used. A Life Director who is at the same time a member of a missionary society and is paying her annual dues has the privileges of a full membership in the Branch and may vote even though she is not an elected delegate to its annual meeting. A Life Patron who is annually paying dues into a missionary society is a full member of the Board of Managers with voting privileges at its biennial meeting, also has full membership in the Branch. When such members cease paying annual dues the above privileges are also discontinued.

Persons not members of a missionary society who pay for a Life Membership, Life Directorship, or Life Patronship are counted on an honorary list and do not have voting privileges in the Branch or Board.

Life Members, Directors, and Patrons, are counted and reported each year by the society of which they are members regardless of the place of society through which they made their payments.

Any one wishing to take out a life membership, directorship, or patronship should sign one of the blank notes furnished free by the Board. This note in no way binds her to continue payments should she find it impossible to complete the full amount. The note is held by the local treasurer who makes credits on the back of each payment and when paid in full the note is given

to the woman making the payments as a receipt in full. The full name of the individual is then sent by the local treasurer to the General Secretary, 1104 U. B. Bldg., Dayton, Ohio, who will send a certificate of Life Membership, Directorship, or Patronship, as the case may be.

WOMAN'S DAY

By the action of General Conference the last Sunday in October of each year is designated as Woman's Day. The plans for the observance of the day are left to the Local Woman's Missionary Society and Otterbein Guild. Where both these organizations exist a joint committee may be appointed to plan and work out the details of the program and meeting.

The Program

The program for the Woman's Day services is published each year in the October issue of the Woman's Evangel. With it is published facts and material helpful in preparing addresses and papers.

The Offering

The offering taken at the service goes into the Woman's Day Fund. The fund is appropriated each year by the Board usually for the putting up of some building needed on some mission field or for equipment. A part of it is also appropriated by the Board for the support of deaconesses at home mission stations.

Printed envelopes for the offering are sent free each year to all societies. These should be put into the hands of committees for distribution among all members at least a week preceding Woman's Day with the understanding that the offering will be called for by the committee following the meeting should any of the members be unable to attend.

The division of the offering between the local society and chapter of the Otterbein Guild can very easily be determined. Each envelope bears the name of the person depositing it and

these can be readily sorted according to organizations. The loose offering should be equally divided.

Each society and chapter of the Otterbein Guild should without fail use this opportunity each year for publicly presenting the work.

MISSION FIELDS

The mission fields of the Church are America, Africa, China, Japan, Porto Rico and the Philippine Islands. Every society has the privilege of voting its funds other than the dues and the Woman's Day offering to any or among all of these fields.

DAY OF PRAYER

Good Friday has been set apart by the Board as a Day of Prayer to be observed by every society and is made a requirement on the Standard of Excellence. A program for the meeting is published each year in the Woman's Evangel.

TWILIGHT HOUR OF PRAYER

The twilight hour of each day has been designated by the Board as the hour for united prayer from the women of the whole Church in behalf of the missionaries and the work. Objects for special prayer are suggested in each issue of the Evangel. Every woman and girl in every society and Chapter of the Otterbein Guild is urged to remember the hour and wherever she may be to unite her petition with the thousands of other women throughout the country at that time.

BEQUESTS

Bequests coming from individuals to the missionary society are credited to the local society and Branch but do not count on the pledge of either the society or Branch.

Form of Will or Bequest

For those desiring to make a bequest to the Woman's Missionary Association the following form is suggested:

"I do give and bequeath the sum of.....dollars to the Woman's Missionary Association of the United Brethren in Christ, a corporation existing under the laws of the State of Ohio."

Or if the bequest be real estate, as follows—

"I do devise, and bequeath all the.....
(*here describe the property*) to the Woman's Missionary Association of the United Brethren in Christ, a corporation existing under the laws of the State of Ohio."

Death Note

An uncontestable form in which to make a gift to the Association is by a death note as follows:-

"Whereas the Woman's Missionary Association of the United Brethren in Christ, a corporation under the laws of the State of Ohio, with its principal place of business in Dayton, Ohio, is carrying on missionary work in home and foreign fields and is supported by the subscriptions of members of the United Brethren in Christ churches, and others, and,

Whereas, said Association will maintain and increase its said work because of this and other subscriptions,

NOW THEREFORE, to encourage it to maintain and increase its said work in mission fields and because of the subscriptions of others to said work, I hereby promise to pay to the order of said Association within ten days after my death the sum of.....dollars together with interest at one per cent. per annum thereon from date hereof until said principal sum is paid, said interest payable annually at the office of said Association in Dayton, Ohio.

.....
Name.

Annuity Plan

If any persons desire their money to go finally to the missionary cause and yet are in need of some income from it while they live, they may consider the annuity plan which is a much safer way than either the will or bequest. By this method also the giver is privileged to see the money doing good while he or she is still living. The Association allows a reasonable interest to be paid as long as the giver lives for money thus given.

COLOR

The color of the Woman's Missionary Association is lavender.

CAMPAIGN

By an action of the Board the last two weeks of October of each year are set apart for a united simultaneous membership and magazine campaign. Each society should plan definitely for a great organized effort at this time to win every woman in the church to become a member of the missionary society and a subscriber to the Woman's Evangel. Special literature is published each year by the Board for distribution among uninterested women. The names and addresses of all women in the church who are not members of the society should be secured from the church records and the canvass be made systematically by committees appointed for this purpose.

RELATION OF LOCAL TO OTTERBEIN GUILD

The local Woman's Missionary Society has no jurisdiction over the Chapter of the Otterbein Guild in the same church. The Patroness whom the girls elect must be a member of the Woman's Missionary Society and she makes the connecting link between the two organizations. She stands in the relation of a counsellor to the Chapter of the Otterbein Guild, but has no vote.

MISSIONARY BARRELS

Any society wishing to send a barrel to some home missionary should write to the Board for name and address. This will enable the Board to make proper distribution so that there will be no overlapping of gifts in some instances and overlooking in others.

DELEGATES TO BRANCH MEETING

Each society is entitled to three delegates to the annual meeting of the Branch. It is important that every society send its full quota of delegates to this meeting in order that they may bring back to the society the plans and inspiration for the year's work. The Branch also needs this number of delegates from each society for counsel and to plan the work of the Branch which affects every local society. The society should provide the traveling expenses of its delegates from its local contingent fund.

INSTITUTES

Many Branches find missionary institutes one of the best plans by which to quicken interest and expand their work. They are usually held at central places and all the societies within a certain radius are expected to send as many representatives as possible.

The program sometimes covers an entire day of three sessions, in other instances only two sessions. They afford a splendid opportunity to consider through discussions all the varied problems of missionary work in a definite, practical way, suggest new methods of work, program plans, etc., and in almost every instance send the women to their homes with a new vision of the possibilities of their own lives and new desires, purposes and plans.

Branch officers frequently plan to hold some of their institutes in churches that have no missionary society and as a climax to the day's program effect such an organization.

In order not to be a burden to the church that entertains the institute and also that the women of the local church may attend all the sessions, the visiting women take their lunch with them.

To make the institute fulfill its greatest possibilities, thorough work must be done by the Branch officers preceding the meeting, making certain the attendance of representatives from each society in the district. This can best be done by making at least one woman in each coöperating society or church responsible to do personal work and get definite promises from the women to attend. Sure results always follow personal work.

OTTERBEIN GUILD.

It is to be understood that the suggestions given on the previous pages apply with equal force to Chapters of the Otterbein Guild. The items added here are those which concern only the work of the Guild.

Each local organization is a Chapter of the Guild. The colors are royal purple and white. The flower is the violet.

Each one who joins a Chapter is invited to sign the Covenant. This Covenant expresses the purpose of the organization.

“Grateful that ‘I know that my Redeemer liveth;’

“Mindful that vast millions of women and girls can never hear the ‘tidings of great joy’ unless a Christian woman be sent to them,

“Remembering that Jesus made loving obedience the supreme test of discipleship and that his last, most solemn command was ‘Go teach all nations,’

“I gladly enter into this covenant of obedience, that I will not cease to make offerings of prayer, time, and money to the end that the daughters of sorrow in all lands may know the love of Jesus.”

BIBLE AND MISSION STUDY

Each Chapter must pursue at least one Bible Study Course and one Mission Study Course during the year. Two missionary study courses are offered each year, one on home and one on foreign missions. The Chapter of the Guild makes its own choice. It is, however, a good plan to alternate the two; use a home mission book one year to be followed by a foreign mission book the next. If at all possible each member should own a book.

The Bible Study outline gives the scripture lesson with helpful thoughts for the devotions of the monthly meetings. Its purpose is to give thoughts for the devotional services and also to stimulate the habit of daily Bible study.

This outline is printed in a leaflet with the outline of the Mission Study courses, to be had from the office rooms at five cents a copy. At least each member of the program committee should be provided with a copy of the outline.

GENERAL SUPPORT

The Otterbein Guild has four special objects of interest—The Mission School, Velarde, New Mexico; the Girls' Boarding School, Moyamba, West Africa; The Young Women's Bible Training School, Philippine Islands, and the Elizabeth Kumler Miller Seminary, Siu Lam, China.

DUES

The dues—five cents per month from each member—must be placed in the General Fund. Gifts above the dues from any local Chapter or individual member of the Guild should be given IN THE MAIN to one or all of these four definite objects of support. It must always be borne in mind, however, that the Otterbein Guild is but a PART of the WHOLE work; and these four special and definite objects must be used only as a means of enlisting the interest and prayers and money of the members of

the Guild for the work of the Woman's Missionary Association as a whole, and even beyond that to all the missionary interests of the entire denomination.

The Otterbein Guild exists not for its own sake but as an efficient recruiting agency and training school for the Woman's Missionary Association. As younger girls in the local church are able to take up the responsibilities of the Guild, the older members should gradually pass into the Local society of the Woman's Missionary Association.

PATRONESS

In the churches where there is a Local, the Otterbein Guild elects a member of the Local as Patroness. The Patroness is not to preside at the meeting, nor to take charge of the organization. She has no vote, her relation to the Chapter is advisory—she should be a woman who is loved by the girls, who understands girl life, and one to whom they can always feel free to go for help and suggestions and advice. She is the “mother” of the Chapter. She thus forms a strong connecting link between the Guild and the Local.

PROGRAM COMMITTEE

This very important committee should consist of three members. The first Vice-President, by virtue of her office, might be the chairman, the two other members to be appointed by the President of the Chapter. It is the duty of this committee to arrange the program for each monthly missionary meeting at least two months before the time of the meeting. Members of the committee should see to it that each one who is to have part in a program is notified at least six weeks previous, and also that such material as will aid her in preparing her part, be placed in her hands.

In addition to the mission study book, there ought to be a large use made of current missionary news from the Watchword,

the Religious Telescope, and other periodicals. The programs may be interspersed with missionary story, book reviews, exercises, etc. Scarcely any other department of the work affords such a wide range for the exercise of originality and ingenuity. Except in unusually large Chapters, EVERY MEMBER should have a place in a program at LEAST once during the year. Frequently non-members should be invited to furnish a number on the program, as a means of interesting them in the work.

The Home Workers' and the Literature Departments of the Evangel furnish valuable suggestions to this committee, as well as the Bible and Mission Study Outline prepared especially for the use of the Otterbein Guild. The latter may be had from the office at five cents per copy.

A very successful plan used by some societies is that of arranging the programs for a year ahead and printing them in an attractive booklet to be given to every young woman in the church. This not only arouses interest in the programs themselves but is also a dignified form of advertisement.

Members of the program committee cannot realize too keenly their great opportunity for contributions to the interest and growth of the Chapter.

ADVERTISEMENT COMMITTEE

This committee might be composed of two members. In this day of various meetings of many organizations, a casual announcement from the pulpit on Sunday morning is not sufficient. Members and non-members need to be constantly reminded of the time and place of meeting, and urged to attend either by a personal call or by invitation given over the telephone or by means of a card or note dropped in the post-office. The two members of the committee need not do all of this work every month, but they should see to it that it is DONE. Occasionally, the members and non-members might be divided into groups, the advertisement committee appointing one person to be responsible to each group.

This committee may also have under its care the posting of the program in a conspicuous place in the church.

Attractive and easily made posters are helpful in this line. These can be made with illustrations from magazines pasted on bristol board. Several pictures of girls taken from magazines could be pasted in a row on a large cardboard with some such wording as this, "Come, go with us to the meeting of the Otterbein Guild next Thursday evening at the home of Miss Jones." This is only a suggestion. Happy ideas along this line will occur to the members of the committee.

Newspaper notice as well as accounts of the meeting published in the newspapers are an efficient means of advertising.

FINANCE COMMITTEE

This committee could logically be made up of the treasurer and the two solicitors. Through them a study in tithing, proportionate giving, may be occasionally introduced into the society. They should stimulate the members in every way to give systematically.

This committee has charge of the distribution of the Thankoffering boxes, which the Secretary of Literature secures from the office for five cents a dozen. Non-members should be invited to take Thankoffering boxes. It should be determined at the beginning of the year for what object or objects the Thankoffering money is to be used. For instance, if it is to go to the Moyamba Home in Africa, the needs and the opportunity of this home can be kept constantly before the members during the year.

Each Chapter makes a pledge to the Branch every year. For raising the amount of the pledge above the dues, pledge cards might be used on this order.

OTTERBEIN GUILD

.....*Chapter*

That the daughters of sorrow in Africa, America, China

and the Philippine Islands may know the love of Jesus, I wish to pay.....cents per week for the year 191... to 191....

Signed.....

This means will be a help in training to give systematically. The amount pledged should be collected and properly credited each week by the finance committee.

The local and Branch Contingent fund—money for local and Branch expenses—may be provided by taking a small offering at each meeting.

A SUGGESTIVE PROGRAM

1. Opening Hymn.
2. Devotions—"Paul, a Man of Prayer."
(See Bible Study Outline.)
3. Roll Call—Each member to answer by giving the name of a missionary and the field in which he is working.
4. Half Hour with "Ann of Ava."
(Current mission study book.)
5. Special Music.
6. Current events from China.
Social Hour.

STUDY COURSE

The new mission study books are generally off the press in April or May of each year. The outline prepared for their study will be ready in August. They should begin with the October meeting. The study book ordinarily contains six chapters, one chapter to be used at each of these monthly meetings: October, November, January, February, April, and May. This leaves December, March, June and September for business and social meetings, a miscellaneous missionary program to be given if desired. The July meeting may be in the form of an annual picnic to which all the mem-

bers of the church are invited. August is open then for any original plan of the program committee.

For taking up a study book, some suggestions may be made. The book should NOT be read AT the meeting. Each lesson should be carefully read by every member before coming to the meeting. The same person may conduct the study of the entire book, or a different one may lead each chapter,—as the society may decide. In either case, questions and topics should be given out to various members to be discussed at the meeting, these questions to be based upon the previous reading of the lesson. Suggestive questions prepared for this purpose are found in the outline of the study book for the Guild. The better acquainted all are with the lesson, the more interesting, helpful and lively will be the discussion.

SUGGESTIVE SERVICE FOR THE RECEPTION OF NEW MEMBERS

(It might be well to observe this service every quarter in welcoming the members who have joined the Chapter during the previous three months.)

Hymn. "O Love That Will Not Let Me Go."

Responsive Service.

PRES.: "When the poor and needy seek water, and there is none, and their tongue faileth for thirst, I the Lord will hear them, I the God of Israel will not forsake them."

OLD MEMBERS: "I will open rivers in high places, and fountains in the midst of the valley: I will make the wilderness a pool of water, and the dry land springs of water."

NEW MEMBERS: "All power is given unto me in heaven and in earth."

ALL: "Go ye, therefore, and teach all nations, and lo, I am with you alway even unto the end of the world."

PRES.: "So when they had dined, Jesus saith unto Simon

Peter, Simon, son of Jonas, lovest thou me more than these? He saith unto him, Yea, Lord, thou knowest that I love thee. He saith unto him, Feed my lambs."

OLD MEMBERS: "For he shall feed his flock like a shepherd: he shall gather the lambs with his arm, and carry them in his bosom."

NEW MEMBERS: "Ye are my witnesses, saith the Lord, and my servant whom I have chosen."

PRES.: "Bring my daughters from the ends of the earth—for I have created thee for my glory."

ALL: "And to prove the sincerity of your love."

NEW MEMBERS: "That my daughters may be as corner-stones, polished after the similitude of a palace."

PRES.: "Who knoweth whether thou art come to the kingdom for such a time as this?"

OFFICERS IN UNISON: We thank thee, our Heavenly Father, that thou hast called us to be thy witnesses both in Jerusalem, and in Judea and in Samaria and unto the uttermost parts of the earth. We pray thee, O Lord, that thou wilt use us in the accomplishment of thy great purpose; and we ask that thou wilt take away from our lives the sin and selfishness that hinders the perfection of thy divine plan. Give unto us, we beg, thy power that we may be thy faithful witnesses in order that the daughters of sorrow in all lands may speedily know the love of Christ. In thy name we ask it. Amen.

PRES.: To NEW MEMBERS: What covenant do you make?

NEW MEMBERS repeat Covenant.

PRES.: (Pins upon each one the purple and white ribbon and gives to each copies of the covenant, Evangel, and constitution.

In the name of the.....Chapter of the Otterbein Guild, I present to you this constitution, and Evangel and this covenant praying that we all may be clad in garments of royal purple and white—white because "he that overcometh shall be clothed in white raiment," in purple because we are daughters of the King.

Clasping hands all sing, "Blest Be the Tie That Binds."
Lord's Prayer.

MISCELLANEOUS

The Guild should be made the center of the social life of the girls of the church. It should always stand for the promotion of a healthy, wholesome social life and should create a spirit of genuine friendliness. A social committee might be appointed by the President, whose care would be to plan for special social functions as well as for the social half hour following each monthly meeting.

RELATION OF THE WOMAN'S MISSIONARY SOCIETY TO THE JUNIOR CHRISTIAN ENDEAVOR SOCIETY

The relation of the Woman's Missionary Association to the Junior Christian Endeavor is that of cultivating and arousing missionary interest. The missionary society does not, however, appoint the Junior superintendent in any local church. But the women of the local missionary society should make the Junior superintendent feel that they are willing to co-operate with her if she desires their help. The society might help by subscribing for the Woman's Evangel and Everyland for the Junior Superintendent; they should also seek to enlist her as a member of the Woman's Missionary Society or the Otterbein Guild; if she is a young woman, as a member of the latter.

The Juniors determine for themselves, at the suggestion of their superintendent, the work to which they will pay their missionary money. If they are assisting the Branch Senior Christian Endeavor in supporting an annual conference missionary project, they send their money through the regular channels of the Christian Endeavor Society. Funds raised for any work carried on by the Home Missionary Society or for the work in Africa, China, Japan, the Philippines, or Porto

Rico, whether it is the same object which the Christian Endeavors are supporting or not, is sent to the Branch Christian Endeavor Treasurer, who will remit the same to the Treasurer of the Woman's Missionary Association at Dayton, Ohio, where proper credit will be given.

The Branch Junior Superintendent and the local Junior Superintendent are ex-officio members of the executive committees of the Branch Woman's Missionary Association and the local Woman's Missionary Society respectively, where these organizations exist.

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